



STATE PROCUREMENT OFFICE  
NOTICE & REQUEST FOR SOLE SOURCE

'12 FEB 24 A9:44

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Health/Developmental Disabilities Division  
Name of Requesting Department

Pursuant to HRS §103D-306 and HAR chapter 3-122, Subchapter 9, the Department requests sole source approval to purchase the following:

1. Describe the goods, services, or construction to be procured.

Developed by the American Association on Intellectual and Developmental Disabilities (AAIDD), the Supports Intensity Scale (SIS) is an assessment instrument specific to persons with intellectual disabilities and closely related developmental disabilities - the population served by the Developmental Disabilities Division (DDD). AAIDD is the exclusive copyright holder and publisher of the SIS instrument that specifically examines the resources and strategies that are necessary to effectively support individuals to live, as much as possible, independently in the community. SIS is a standardized, norm-based assessment tool wherein scores are derived comparing the individual's score with the scores of other people with disabilities. This individual assessment may be used to assist in the development of an individualized service plan and individualized budget. Both a hard copy and electronic version (SIS online) are available.

2. Vendor/Contractor/Service Provider Name:

American Association on Intellectual and Developmental Disabilities (AAIDD) 3. Price: \$477,905.20

4. Term of contract (shall not exceed 12 months), if applicable:

5. Prior SPO-001, Sole Source (SS) No.:

From: 3/1/2012 To: 2/28/2013

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.

SIS is used by 19 states and 14 countries and is nationally normed. It has been validated and has inter-rater reliability eliminating the variability among assessors who are the DDD case managers. DDD will be able to consult with other states on the use of SIS, share information and findings, use/adapt funding guidelines developed by other SIS users and the AAIDD. In contrast to other methodologies, SIS evaluates practical support requirements and measures those requirements within 57 life activities and 28 behavioral and medical areas. SIS also captures natural supports (non-paid) that are available to the client allowing the DDD to maximize non paid supports before utilizing state dollars. The SIS would assist the DDD in managing its current service budget and projections for future budget planning. Note: This sole source request is only for the SIS instrument and does not include the work to correlate the SIS score to a budget.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department to accomplish its work.

Given ongoing budgetary constraints and rising demands (both in terms of people and services), it is important to have a method for correctly assessing needs and rationally translating those needs to individualized budgets. Implementing SIS will provide an assessment instrument that reduces the variability among clients so that individuals with similar scores will eventually have similar budgets. The SIS instrument will allow the state to collect data and eventually develop assessment levels so that the budgets will "work" for majority of the individuals. This instrument will help the DDD minimize individual subjectivity when establishing budgets and allow DDD to more fairly allocate limited resources to all of its clients.

6744

7. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services or construction.

The DDD checked the other states like South Dakota, the National Association of State Developmental Disability Directors (NASDDD), other consultants, and on-line to determine that SIS is the only tool available that address an assessment for individuals with Developmental Disabilities/Intellectual Disabilities and has web-base capacity.

8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.

The current Inventory for Client Agency Planning (ICAP) used by DDD is no longer supported. Additionally, ICAP does not have interrater reliability and thus, scores could vary greatly depending on the evaluator. Additionally, ICAP is not normalized (can be compared against other similar individuals) so comparisons cannot be made across similar groups of persons with intellectual disabilities.

9. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process, and has 1) appropriate written delegated procurement authority; 2) completed mandatory training; and 3) who SPO may contact for follow up inquiry, if any.

(Type over "example" and delete cells not used.)

Name of Department Personnel	Division/Agency	Phone Number	E-mail Address
Jean Luka	DDD/CMISB	733-9198	jean.luka@doh.hawaii.gov

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing Data if required.

**All requirements/approvals and internal controls for this expenditure is the responsibility of the department.**

**I certify that the information provided is to the best of my knowledge, true and correct.**

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 2-27-12

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System.

If there are any questions, please contact Donn Tsuruda-Kashiwabara at 586-0565 or donna.tsuruda-kashiwabara@hawaii.gov.

☒ Approved

☐ Disapproved

☐ No Action Required

Donn Tsuruda-Kashiwabara 4/3/2012  
Chief Procurement Officer Signature Date